



ADDENDUM #2

BID # 1729-14

Temporary Staffing, Term Contract

Original Bid Issued on: January 29, 2014

Bid Opening Date: Thursday, February 20, 2014 at 2:00pm

(Changed from 2/27/14 via Addendum #1)

January 31, 2014

To All Prospective Bidders:

The purpose of this addendum is answer questions posed concerning subject bid. As a general clarification, bidders may bid on any item, group of items, or total bid.

Q. Can you tell me how many staffing companies will be awarded this opportunity?

A. Anywhere from 1 to 4 staffing companies. Bids will be evaluated by item, group and total low bid; Award will be made by whichever method best serves the interest of the Authority.

Q. Do you require that we drug screen our associates who will be placed, and if so, is there a required type of screen? 6 Panel / 10 Panel, etc.

A. Yes. Testing should include at least a 5 panel rapid urine drug test inclusive of PCP; THC; Cocaine, OPI; and MET.

Q. I understand that background checks are mandatory; can you advise what specific checks are required, and what the term is? 7 year criminal, 10 year? Etc.

A. The background checks should include: Social Security Trace; 7 year Criminal Check; Basic Employment Verification; and Multi-State Sex Offender Registry Search.

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Q. Are you able to break out the spend between the Admin work and the Industrial work? Can you provide a \$ figure?

A. Total spend for 2013 was appx \$190,000. Laborers have been needed more often than administrative staff- a guesstimate would be 80% Laborers, 20% Administrative. There is no guarantee that those numbers are representative of future requirements.

Q. Can you advise how many, and who your current staffing providers are?

A. Services over the past year have been provided primarily by Target Temps in Glastonbury and Temps Now in Hartford.

Q. If so, can you provide current mark ups or bill rate/pay rate?

A. There are no set rates in place. Quoted rates in the past have generally ranged between 16.80 and 23.88 for laborers and 22.70 to 28.50 for Administrative.

All other terms and conditions of the bid remain the same.

Sincerely,

Linda Kennedy, CPPB, Contract Manager
Housing Authority of the City of Hartford
bids@hartfordhousing.org
860 321-7591